



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Maintenance Electrician</b>
<b>REPORTS TO:</b>	Director Maintenance and Operations
<b>CLASSIFICATION:</b>	Classified / M&O
<b>SALARY SCHEDULE:</b>	17.0
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	Site District
<b>BOARD APPROVAL:</b>	11/5/1997

### DEFINITION

Under general supervision, to perform a variety of skilled electrical installation, maintenance, troubleshooting and repair including work on wiring, circuits, panels, fixtures, equipment, machinery and devices, including work with three phase systems and live voltage; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is journey level of classification working independently under general supervision and the standards of the trade. This classification is distinguished from Lead Maintenance Electrician which has lead responsibility for other employees, and performs additional duties related to vendors and work planning.

### EXAMPLES OF DUTIES

- Drills walls, cuts, bends, installs and joins conduit; pulls wire and wires rough-in, sets panels, installs breakers, and installs switches, outlets, and electrical fixtures for remodeled areas;
- Troubleshoots electrical line, system and equipment problems using voltage tester, amp and volt probes, ammeter, and continuity tester;
- Responds to and resolves electrical emergencies;
- Fishes walls and adds electrical lines and circuits for upgrading capacity;
- Installs, repairs and maintains electrical machinery, equipment and devices such as pumps, motors, magnetic starters, contactors, and float, pressure and limit switches, including three phase systems;
- Changes ballasts, installs and replaces fixtures, changes specialized lamp bulbs, and assists in retro-fitting for energy efficiency;
- Works above ground using ladders and bucket truck; works in crawl spaces and attics;
- Identifies needed materials and supplies and maintains stock in District van; loads and drives to work sites;
- Coordinates with other trades to provide electrician support, such as shutting down systems, for other project work; discusses work requests with requesting staff;
- Reads, interprets and updates blueprints and schematics; reads manuals;
- Prepares rough schematics and diagrams for electrical installations;
- Maintains various records and logs of work performed and materials used; obtains materials

- from on open purchase orders; prepares purchase orders for special items;
- May install voice and data communication lines.

## QUALIFICATIONS

### Knowledge of:

Basic principles of electricity including voltage, amperage, wattage, resistance and induction. Methods, materials, tools and equipment used in the troubleshooting, repair, maintenance and installation of wiring, circuitry, breakers, panels, fixtures, and electrical equipment and machinery including 3 phase systems and equipment. Safety precautions and safe working practices including work with live voltage up to 208. National and local electrical building code requirements and standards.

### Skill in:

- Troubleshooting, repairing, maintaining and installing conduit, wiring, circuitry, breakers, panels, fixtures, and electrical equipment and machinery including 3 phase systems and equipment.
- Planning work and estimating materials needed; working independently.
- Operating hand and power tools used in the trade.
- Preparing basic logs and records and completing paperwork related to work performed and materials used.
- Reading and interpreting blueprints, schematics and manuals.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to attainment of journey level status as an electrician, and one year of journey level experience as an electrician.

## PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Color vision to distinguish color coded wiring and parts.
- Manual dexterity and arm strength to use hand and power tools and equipment, pull wiring, bend conduit, and connect large capacity wires.
- Work in potential exposure to live electricity, temperature extremes, inclement weather, and chemical liquids, solids and fumes associated with electrical work.
- Working in cramped spaces including attics, crawl spaces, and excavations, and above ground on ladders and in bucket trucks.
- Physical strength and stamina to perform sustained strenuous physical labor, and lift and carry up to 90 pounds.
- Mobility to walk, climb, stoop, kneel, crawl and work in awkward positions.
- Vision sufficient to operate machinery, equipment, and vehicles; read and interpret blueprints and work orders.
- Speech and hearing sufficient to receive information and instructions, and relay information.

## OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.